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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

4 February 1953

SUBJECT: Review of the Agency's 1954 Budget

1. For the information of all concerned, there is attached a copy of a letter which was sent to the Secretaries of the Departments of the Government by the Director of the Bureau of the Budget requesting a review of the 1954 budget.

2. The provisions of this letter will be the subject of discussion at the meeting of Assistant Directors with the Director on Monday morning, 9 February 1953.

3. It will be noted that the following over-all policies have been emphasized:

a. With respect to personnel: To reduce the number of Government employees by restricting the hiring of additional personnel.

b. With respect to construction: To proceed only with those projects which are deemed clearly essential in terms of the objectives of this Administration, and on such projects to employ the strictest standards of economy.

c. With respect to all programs: To operate at a minimum level of cost and expenditures by questioning the necessity for all work and eliminating unnecessary programs and holding the remainder to minimum levels.

4. The attachment referred to in paragraph 10 of the attachment was not duplicated as it applies to the Agency as a whole and not to individual offices.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE

Acting Deputy Director  
(Administration)

1 Att

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